

Chapter 3. The Annual Inspection

The annual inspection is the single most important event you face in the management of your tank system. Why? Because the inspector will tell you whether all of your leak detection and prevention equipment is really working the way it should.

Terms to know in this chapter

- ☐ Inspector
- ☐ Maine DEP



Due date for passing inspection is July 1 of each year



The Basics



What you need to know

- ☐ Every year you must have your UST system inspected.
- ☐ The inspection must be done by a licensed inspector or installer.
- ☐ The inspection due date is July 1 of each year.
- ☐ The inspection includes equipment, operations, maintenance and record keeping required in Maine's UST regulations.
- ☐ The inspection covers all equipment and methods for leak detection, spill and overfill prevention and corrosion protection.
- ☐ Any problems found must be corrected.
- ☐ If you don't inspect, you could be subject to enforcement.



If you don't inspect, or if you don't correct problems identified in a *failing* inspection, the Department may issue an order to prohibit deliveries of product to the tank until the problem is fixed.

Getting ready

Preparing for your upcoming inspection will save you time, effort and money. Here are some things you can do to get ready.



Get the following documents before the inspector shows up:

- [] Maine DEP tank registration paperwork.
- [] Last year's inspection report form if available.
- [] The last 12 months of leak detection records in chronological order.
- [] Last year's cathodic protection test if you have steel tank or piping.
- [] Copies of all maintenance and service reports over the last year.
- [] Any spill notification forms.
- [] Any owner's manuals or warranties on parts and equipment related to the tank system.



George knows where his registration paperwork is: He posted it on the wall of his office at the gas station so the inspector can easily find it.



Who can inspect

Inspections may be done by anyone who is a State certified underground tank installer or inspector.



For a list of approved inspectors:

Web:

<http://www.state.me.us/dep/rwm/Installers.htm>

Phone: 207/287-2651

Reporting

You must use an inspection form provided by the Maine DEP. You can find a copy of this form at the DEP web site.



Mail completed forms to:

Annual Tank Inspections
Maine Department of
Environmental Protection
17 State House Station
Augusta, ME 04333

Remember to keep a copy for your records.



The tank owner or operator must ensure the inspection report is submitted to DEP, not the inspector.

Find inspection forms on-line at:

<http://www.state.me.us/dep/rwm/publications/pdf/usts2003inspLog%20.pdf>

When you find a problem

Finding a problem can be a blessing in disguise. Broken or missing equipment can be identified and corrected during the course of the inspection without penalty or fine.

If your inspector is also a licensed installer, they can usually fix problems found during inspection.

The Basics

- ☐ Promptly repair or replace broken equipment.
- ☐ Have a certified tank installer do the repair or replacement.
- ☐ Notify Maine DEP when corrected.
- ☐ If there is a record keeping problem, contact DEP.
- ☐ Note problem and correction on inspection form.



Don't let these happen to you.

Common problems found during Maine inspections.

Equipment

- ☐ Failure to report broken equipment.
- ☐ Failure to retrofit an overfill device.
- ☐ Failure to maintain corrosion protection system.
- ☐ Failure to repair broken alarm.

Operation and Maintenance

- ☐ Failure to keep spill buckets clean.
- ☐ Failure to maintain leak detection equipment.
- ☐ Failure to accurately check for leaks once a month.
- ☐ Failure to reconcile daily inventory monthly and do 1% leak check.
- ☐ Failure to report evidence of a possible leak.

Record Keeping/Reporting

- ☐ Failure to keep tank registration on file.
- ☐ Failure to submit annual inventory records.
- ☐ Failure to notify DEP of change of ownership.
- ☐ Failure to maintain a log of spills and overfills.

Chapter 4. Improvements

In this chapter you will learn about doing certain activities that are not directly related to the daily operation and maintenance of your UST system. These activities include repairs, upgrades, new installation and removals, and Maine's Environmental Leader program.



Terms to know in this chapter

- ☐ Installation
- ☐ Environmental leader
- ☐ Maintenance
- ☐ Repair
- ☐ Removal
- ☐ Upgrade

Repairs and Upgrades

Repair: To fix or replace any part of the UST system, including tank, piping, or any equipment used to prevent a release to the environment.

Upgrade: To add or replace parts to a UST system to improve its ability to detect leaks and prevent overfills and rust.



What to do

- ☐ Submit upgrade form to Maine DEP at least 5 business days before starting work.
- ☐ Hire a certified UST installer to do the work.
- ☐ Make sure installer does work to appropriate standards and codes.
- ☐ Notify Maine DEP once work is done.
- ☐ Test repaired or upgraded equipment afterwards.



Before



After

Replacing a damaged spill bucket is a repair action.

Installations

Installation: To add new tanks or piping to an existing UST facility.



What to do

- ☐ Submit registration form to Maine DEP at least 5 business days before starting work.
- ☐ Hire a Maine Certified UST installer to do the work.
- ☐ Make sure the installer does installation work to appropriate standards and codes.
- ☐ Submit signed Certificate of Proper Installation to Maine DEP once work is done.



Replacing product piping meets the definition of installation.

Maintenance

Maintenance: To perform simple, routine actions to keep the UST system running properly.



What to do

- ☐ Understand what maintenance is required and how to do it. Operators can usually perform maintenance duties.
- ☐ Perform those duties.
- ☐ Keep a log of what you did.



Cleaning out a spill bucket is considered maintenance.

Removals

Removal: To remove a tank and piping from the ground.



What to do

- ☐ Submit removal notice to Maine DEP at least 30 days before removing the tank.
- ☐ Hire a Maine Certified UST installer or remover to do the work if the tank held gasoline or aviation fuel.
- ☐ Make sure the UST worker does the closure work to appropriate standards and codes.
- ☐ Have a site assessment done to test the area's soil and ground water for evidence of oil.
- ☐ Notify Maine DEP once work is done.

Note: the owner may request approval to abandon the tank in place when the tank can not be physically removed (like one under a building). Special considerations must be met, so contact DEP for more information.



Caution: Removal of an underground fuel tank can be dangerous. Only hire trained professionals.

Being an Environmental Leader

Maine has a program to recognize gas station owners who go above and beyond the call of duty to properly manage their tank system. It's called the Environmental Leader Program. Owners of gas stations can use their Environmental Leader status to show their customers and their community that they care about environmental protection.



An Environmental Leader is someone who:

- ☐ Voluntarily agrees to audit their tank system.
- ☐ Has the Maine DEP verify tank system compliance.
- ☐ Is provided with award information for promotion.
- ☐ Is recognized by the Governor at the annual Environmental Excellence Award Ceremony.

**To learn more about being an Environmental Leader
call 1-800-789-9802**

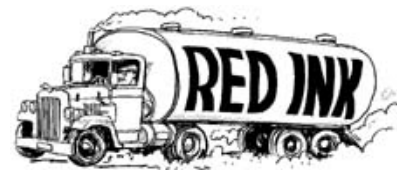
Chapter 5. Paperwork

Keeping your records in order is an important part of proving you are in operational compliance with Maine's UST rules. It also helps you stay organized and ready for your inspection.

This chapter will cover your paperwork requirements for your administrative duties as a UST operator.

In this chapter you will learn about

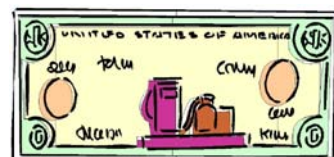
- ☐ Spill notification
- ☐ Registration
- ☐ Financial responsibility



Doris owns a gas station which is being inspected by DEP staff for compliance. Doris is ready and organized. She keeps all her tank information in one three ring binder divided into simple chapters. Here is what she hands the inspector:

- ☐ Current certificate of registration.
- ☐ Manufacturer's instructions for all leak detection equipment.
- ☐ Invoices of records from all repairs/upgrades.
- ☐ Tank and piping operating instructions.
- ☐ The most current annual inspection report.
- ☐ Leak detection records in chronological order.

Environmental protection makes good business sense.



Spill Notification

One of the most important paperwork requirements is notifying Maine DEP in the event of a release to the environment.

If you have a leak or spill, call DEP immediately.

The longer you delay the more risk there is to the environment and the higher your cleanup costs will be.



**Report all spills and leaks
immediately**
Calls within Maine (24 hours)
800/482-0777



Small spills: For any surface spills less than 10 gallons, you do not need to report the incident if the spill is cleaned up immediately and the oil does not get into any water.

However, you must keep a written log of all spills: what happened and what you did to clean it up.

Example of an Oil Spill Log

Date discharge discovered	Source of discharge	Location of discharge at facility	Date of cleanup	Method of cleanup	Signature of owner manager
5/5/03 3:30 PM	Overflow at fill pipe during delivery	Fill pipe	5/5/03	used sorbent pads	Bob Jones

For a blank spill log, see page 45.

Registration



5 basic things

1. Each tank that you own or operate must be registered with the State of Maine.
2. An annual registration fee of \$35.00 per tank must be paid by January 1.
3. The fee applies to underground motor fuel and heating oil tanks but does not include tanks at single-family homes that are the owners' personal residences.
4. If you sell your tank, you are required to inform the buyer of Maine's underground oil storage tank rules. Consider giving the new owner a copy of this guide.
5. If you sell your tank, the new owner must also notify the Maine DEP within 10 days of the sale. The seller should notify DEP too.

Financial Responsibility

State and Federal law requires that you must have the funds necessary to pay for cleanup and off-site damages caused from a release of your UST system. While there are a number of ways to meet this requirement, the most common is the Maine Ground Water Oil Cleanup Fund or simply "The Fund". Most UST owners in Maine use this to meet this requirement.

Financial Responsibility: How you pay for a cleanup in the event of a spill.

If you have a release, you can apply for financial assistance through the State of Maine. Certain restrictions apply. For more information, call 207/287-2651



Summary Checklist

Maine's rules on motor fuel underground storage tanks

Newer Tanks

(installed after Sept.16, 1991)

Each month:

- ❑ Check the interstitial space of the tank and piping.

Each year:

- ❑ Have the leak detection console and sensor tested to be sure they are working properly.
- ❑ If you have pressurized piping, have your line leak detector tested.
- ❑ Have an inspector perform annual inspection, including corrosion testing on steel tanks.
- ❑ Pay annual registration fee.
- ❑ Submit inspection report to Maine DEP.

Additional notes:

- ❑ Monitor all fuel deliveries.
- ❑ Keep all your leak detection records for the last 3 years prior to inspection.
- ❑ Understand what you are measuring and what the results mean.
- ❑ Hire only licensed professionals to perform tank work.
- ❑ Treat a suspected release as a serious problem.
- ❑ Respond to all alarms, failed tests, or indications of a problem.
- ❑ Notify DEP immediately if you know of a serious problem.



Older Tanks

(installed before Sept.16, 1991)

Each month:

- ❑ Check for leaks in the tank and piping using your particular method of leak detection (see method-specific requirements).

Method-specific:

- ❑ Inventory Reconciliation: Make sure you do the math at the end of *each month*.
- ❑ Statistical Inventory Analysis: Watch for Inconclusives *each year*.
- ❑ Automatic tank gauge: Make sure the device can detect very small leaks.
- ❑ Interstitial monitoring: Make sure the system runs continuously.

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- ❑ Have an inspector perform annual inspection, including corrosion testing on steel tanks.
- ❑ Pay annual registration fee.
- ❑ Submit inspection report to Maine DEP.

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Resources

Internet Web Sites

	Maine DEP UST Program	Maine UST program	www.state.me.us/dep/rwm/usts/index.htm
	EPA Office of Underground Storage Tanks	Federal UST program	www.epa.gov/oust/
	Petroleum Equipment Institute	Petroleum industry information	www.pei.org/
	National Work Group on Leak Detection Evaluation	Leak detection equipment approvals	www.nwglde.org/
	New England Interstate Water Pollution Control Commission	LUST Line newsletter	www.neiwpcc.org
	Steel Tank Institute	Steel tank information	www.steeltank.org
	Maine Oil Dealer's Association	Maine trade organization	www.meoil.com
	American Petroleum Institute	National petroleum issues	www.api.org
	National Association of Corrosion Engineers	Corrosion testing	www.nace.org

Helpful Publications



Maine's Inspector Handbook by Maine DEP

Web link:

www.state.me.us/dep/rwm/publications/usts2003inspInstr%20.pdf

Hard copy: Call 207/287-2651



List of Maine approved inspectors by Maine DEP

Web link www.state.me.us/dep/rwm/Installers.htm

Hard copy: Call 207/287-2651



Maine Gasoline Stations Model Facility Guide by Maine DEP

Web link: <http://www.state.me.us/dep/rwm/envleader/envldr.htm>

Hard copy: Call 207/287-2651



Doing Inventory Control Right by the US EPA

Web Link: <http://www.epa.gov/oust/pubs/doing.htm>

Hard copy: Call 207/287-2651



Operating and Maintaining Underground Storage Tank Systems: Practical Help and Checklists by the US EPA

Web link: www.epa.gov/oust/pubs/ommanual.htm

Hard copy: Call 207/287-2651

Forms

- ☐ Annual inspection form
- ☐ Facility Upgrade Registration Form
- ☐ Registration Form
- ☐ Daily Inventory and Monthly Reconciliation Form

Web Link:

<http://www.state.me.us/dep/rwm/usts/index.htm#RulesandForms>

Hard copy: Call 207/287-2651